INDEX TO HOSPITAL Topics FOR THE YEAR 1984

VOLUME 62, NUMBERS 1 THROUGH 6, 1984

JANUARY/FEBRUARY

AU - BERLANT HD
TI - On re-sterilizing disposables.
LA - Eng
MH - *Disposable Equipment; Florida
MH - Hospital Bed Capacity, 500 and over; *Sterilization
SO - Hosp Top. 1984 Jan-Feb; 62(1): 47-9.
AU - HOOKMAN P
TI - A successful affiliation with an academic medical center can put your hospital in a better financial position and create a regional market for its medical services. Part I.
LA - Eng
MH - *Academic Medical Centers
MH - Hospitals, Community/*organization & administration
MH - Internship and Residency; Organizational Affiliation
MH - United States
SO - Hosp Top. 1984 Jan-Feb; 62(1): 4-10.
AU - KNAPP DA; NUESSLE SJ; WISER TW; MICHOCKI RJ; KNAPP DA
TI - Review of one year of drug prescribing for the elderly in a hospital clinic.
LA - Eng
MH - Aged; *Drug Utilization; Evaluation Studies
MH - Hospital Bed Capacity, 500 and over; Human; Maryland
MH - *Outpatient Clinics, Hospital
SO - Hosp Top. 1984 Jan-Feb; 62(1): 37-9.
AU - MEDRANO PP; FINGERMAN D
TI - Private interview rooms can improve the overall quality of psychotherapy in inpatient hospital settings.
LA - Eng
MH - *Health Facilities; *Hospitals, Psychiatric; Human
MH - *Patients' Rooms; Psychotherapy
SO - Hosp Top. 1984 Jan-Feb; 62(1): 33-4.

KEY TO ABBREVIATIONS AND SIGNS

AU – *author*
TI – *title*
LA – *language*
MH – *main heading with no sub headings*
ADDITIONAL MH LISTINGS – *sub headings in article*
ASTERISKS – *major points in the article*
NO ASTERISKS – *a minor point of the article*
SO – *source (name of publication page and date)*

AU - SEYMOUR N
TI - "Green dot program".
LA - Eng
MH - Hospital Bed Capacity, under 100; North Carolina
MH - *Patient Identification Systems
SO - Hosp Top. 1984 Jan-Feb; 62(1): 32.
AU - WILSON JA
TI - How to deliver comprehensive rehabilitation using a matrix organizational model.
LA - Eng
MH - Group Processes; Hospital Bed Capacity, 100 to 299
MH - Hospitals, Special/*organization & administration; Human
MH - Models, Theoretical
MH - Patient Care Team/*organization & administration; Pennsylvania
MH - *Rehabilitation
SO - Hosp Top. 1984 Jan-Feb; 62(1): 29-32.
AU - FOUNTAIN DB
TI - Job stress on an oncology nursing unit: an attitudinal survey.
LA - Eng
MH - *Attitude of Health Personnel; Hospital Bed Capacity, 300 to 499
MH - Human; Nursing Staff, Hospital/*psychology; South Carolina
MH - *Stress, Psychological/prevention & control
SO - Hosp Top. 1984 Jan-Feb; 62(1): 26-8.
AU - WINEGARDNER A
TI - Hospitals and communities: bridging the gap.
LA - Eng
MH - *Community-Institutional Relations
MH - Hospital Bed Capacity, 100 to 299; *Hospitals
MH - *Information Services; Missouri
SO - Hosp Top. 1984 Jan-Feb; 62(1): 25.
AU - NOWELL G
TI - How to train unit managers.
LA - Eng
MH - Administrative Personnel/*education
MH - Hospital Units/*organization & administration; Human
MH - *Inservice Training; Questionnaires; United States
SO - Hosp Top. 1984 Jan-Feb; 62(1): 21-4.
AU - KUSHMAN L
TI - A medical staff credentialing information system.
LA - Eng
MH - California; *Credentialing; Hospital Bed Capacity, 300 to 499
MH - Information Systems/*organization & administration

MH - Management Information Systems/*organization & administration
MH - *Medical Staff Privileges; *Medical Staff, Hospital
SO - Hosp Top. 1984 Jan-Feb; 62(1): 18-20.
AU - SMITH HL
TI - How hospitals can respond to changing values.
LA - Eng
MH - Hospital Administration/*trends; Human; Problem Solving
MH - *Social Values; United States
SO - Hosp Top. 1984 Jan-Feb; 62(1): 13-7.
AU - SNOOK ID; ZIMMERMAN GM
TI - Management tools for the modern day health administrator. Part 5. Setting standards and motivating tools.
LA - Eng
MH - Employee Performance Appraisal/*standards; Human; *Motivation
MH - *Personnel Administration, Hospital
MH - Personnel Management/*standards; Salaries and Fringe Benefits
SO - Hosp Top. 1984 Jan-Feb; 62(1): 11-2.

MARCH/APRIL

TI - CEOs looking toward health care tomorrow.
LA - Eng
MH - Georgia; *Health Facility Administrators; Human; Leadership
MH - Massachusetts; Role; United States
SO - Hosp Top. 1984 Mar-Apr; 62(2): 9-13.
AU - BERLANT HD
TI - Central supply. A new ball game between disposables and reusables.
LA - Eng
MH - *Central Supply, Hospital; *Disposable Equipment; United States
SO - Hosp Top. 1984 Mar-Apr; 62(2): 31-2.
AU - KNAPP DA; NUESSLE SJ; WISER TN; MICHOCKI RJ; KNAPP DA
TI - Feasibility of review of emergency room drug prescribing for patients 75 years or older.
LA - Eng
MH - Aged; *Drug Utilization; *Emergency Service, Hospital
MH - Feasibility Studies; Hospital Bed Capacity, 500 and over; Human
MH - Maryland
SO - Hosp Top. 1984 Mar-Apr; 62(2): 29-30.
AU - EASTAUGH SR
TI - How to check the cost-effectiveness of unit-dose pharmacy.
LA - Eng
MH - Cost Benefit Analysis/methods; Direct Service Costs
MH - Medication Systems, Hospital/*economics; United States
SO - Hosp Top. 1984 Mar-Apr; 62(2): 24-8.
AU - YOUNG B
TI - A patient and employee advocacy program — how to get productivity and harmony.
LA - Eng
MH - *Employee Incentive Plans; Hospital Bed Capacity, 500 and over
MH - Michigan
MH - Occupational Health Services/organization & administration
MH - *Patient Advocacy; *Personnel Administration, Hospital
MH - *Personnel Management
SO - Hosp Top. Mar-Apr; 62(2): 22-3.
AU - HOOKMAN P
TI - Negotiating a successful affiliation agreement between a hospital and a university, Part II.
LA - Eng
MH - Hospitals, Community/organization & administration
MH - Hospitals, Teaching/*organization & administration
MH - *Organizational Affiliation
MH - Schools, Medical/*organization & administration; United States
SO - Hosp Top. 1984 Mar-Apr; 62(2): 2-8.
AU - ALEXANDER J
TI - Results of a survey of interorganizational linkages in hospital administration.
LA - Eng
MH - Comparative Study; Contract Services
MH - Hospital Administration/*trends; Hospital Shared Services
MH - Interinstitutional Relations; Ownership; United States
SO - Hosp Top. 1984 Mar-Apr; 62(2): 18-21.
AU - HATCHER ME; DEVOLITES MC
TI - How to evaluate the effectiveness and efficiency of your hospital's operations. Part IV: Controls.
LA - Eng
MH - *Efficiency; *Hospital Administration; Human; Planning Technics
MH - United States
SO - Hosp Top. 1984 Mar-Apr; 62(2): 14-6.

MAY/JUNE

AU - KEIZER L
TI - An operating room orientation program for SPD personnel.
LA - Eng
MH - *Central Supply, Hospital; Hospital Bed Capacity, 300 to 499
MH - Illinois; *Inservice Training
MH - Operating Rooms/*organization & administration
SO - Hosp Top. 1984 May-Jun; 62(3): 46-7.
AU - REYNOLDS H JR.
TI - Using the resources you have to optimize your control of C.S. and materials management.
LA - Eng
MH - Central Supply, Hospital/*organization & administration

MH - Materials Management, Hospital/*organization & administration
MH - United States
SO - Hosp Top. 1984 May-Jun; 62(3): 42-5.
AU - LINDBERG B
TI - How to identify costs under DRGs.
LA - Eng
MH - *Case Mix; *Costs and Cost Analysis
MH - Materials Management, Hospital/*economics; United States
SO - Hosp Top. 1984 May-Jun; 62(3): 41.
AU - SMITH HL; REID RA
TI - Short and long run management strategies for DRGs.
LA - Eng
MH - *Case Mix; *Costs and Cost Analysis
MH - Financial Management/*methods
MH - Financial Management, Hospital/*methods; Planning Technics
MH - United States
SO - Hosp Top. 1984 May-Jun; 62(3): 4-7, 39-40, 48.
AU - FREILICH H; FINKELSTEIN SF
TI - Psychiatry — an emerging malpractice issue and what to do about it.
LA - Eng
MH - *Financial Management; *Malpractice
MH - *Psychiatric Department, Hospital; *Risk Management
MH - United States
SO - Hosp Top. 1984 May-Jun; 62(3): 36-8.
AU - COHEN AG
TI - Productivity and nursing strategies for the 80s.
LA - Eng
MH - *Efficiency; Human
MH - Nursing Service, Hospital/*organization & administration
MH - Task Performance and Analysis
SO - Hosp Top. 1984 May-Jun; 62(3): 35, 48.
AU - PETZER M
TI - Developing an employee fitness program on a shoestring.
LA - Eng
MH - California; Hospital Bed Capacity, 300 to 499; Human
MH - Occupational Health Services/*organization & administration
MH - Personnel, Hospital/*psychology; *Physical Fitness
SO - Hosp Top. 1984 May-Jun; 62(3): 32-4.
AU - PALKON DS
TI - Staying alive: fitness programs for hospital staff and a marketable service for the community.
LA - Eng
MH - Human; *Occupational Health Services; *Personnel, Hospital
MH - *Physical Fitness
SO - Hosp Top. 1984 May-Jun; 62(3): 31, 45.
AU - HALE JF
TI - Factors affecting the implementation, success and failure of primary nursing as a delivery system in U.S. hospitals.
LA - Eng
MH - Comparative Study
MH - Nursing Service, Hospital/*organization & administration
MH - *Primary Nursing Care; United States
SO - Hosp Top. 1984 May-Jun; 62(3): 30-1.
AU - FLYNN KT
TI - Role issues, technology and economics in hospital nursing.
LA - Eng
MH - Human; Nursing Staff, Hospital/*supply & distribution; Role
MH - Salaries and Fringe Benefits; Technology, Medical; United States
SO - Hosp Top. 1984 May-Jun; 62(3): 27-9.
AU - BIERY-HAMILTON GM
TI - The importance of educating kidney transplant patients and their families about the surgery, before the operation.
LA - Eng
MH - Florida; Hospital Bed Capacity, 300 to 499; Human
MH - Kidney/*transplantation: *Patient Education
MH - Preoperative Care/*psychology
SO - Hosp Top. 1984 May-Jun; 62(3): 25-6.
AU - PETTINGILL BF JR; PAYNE SL
TI - Losses due to pilferage cost hospitals 3.5 billion per year — about $2500 per bed!
LA - Eng
MH - Employee Discipline; Human; Louisiana; *Personnel, Hospital
MH - Theft/*prevention & control
SO - Hosp Top. 1984 May-Jun; 62(3): 22-4.
AU - MOON JG
TI - Hinsdale Hospital lighting change saves $52,840 a year.
LA - Eng
MH - Hospital Bed Capacity, 300 to 499; Illinois; Lighting/*economics
MH - Maintenance and Engineering, Hospital/*economics
SO - Hosp Top. 1984 May-Jun; 62(3): 20-1.
AU - COHEN A
TI - Career advancement ladder — morale and productivity builder.
LA - Eng
MH - *Career Mobility; Human; New Jersey
MH - Nursing Staff, Hospital/*psychology
SO - Hosp Top. 1984 May-Jun; 62(3): 2-3.
AU - ROSS P
TI - Defining where, what, and how in a cost conscious manner can improve patient care in all areas.
LA - Eng
MH - Age Factors; Body Weight; Child
MH - Hospital Bed Capacity, 500 and over; Human
MH - Medication Systems, Hospital/*economics; New Jersey
SO - Hosp Top. 1984 May-Jun; 62(3): 18.
AU - CONWAY C; JOHNSTON PF
TI - Integrating clinical and management systems in nursing.
LA - Eng

MH - District of Columbia; Hospital Bed Capacity, 300 to 499; Human
MH - Nursing Service, Hospital/*organization & administration
SO - Hosp Top. 1984 May-Jun; 62(3): 14-8.
AU - FONTANA JP
TI - Hospital marketing is here to stay.
LA - Eng
MH - Evaluation Studies; *Hospitals, General
MH - *Marketing of Health Services; United States
SO - Hosp Top. 1984 May-Jun; 62(3): 12-3.
AU - DAVIDHIZAR R; DUDEK D
TI - Psychiatric technician training program saves time for staff.
LA - Eng
MH - Hospital Bed Capacity, 500 and over; Human; Indiana
MH - Psychiatric Aides/*education; *Psychiatric Department, Hospital
SO - Hosp Top. 1984 May-Jun; 62(3): 10-1.

JULY/AUGUST

AU - BERTMAN LA
TI - How to make your communication system less costly to operate and generate new sources of income.
LA - Eng
MH - Computers/*economics
MH - Hospital Communication Systems/*organization & administration
MH - Income; Telecommunications/*economics; United States
SO - Hosp Top. 1984 Jul-Aug; 62(4): 6-9.
AU - MORSE HN
TI - Hospital topical law. "'Spend-down' liability of a medically needy family".
LA - Eng
MH - Financing, Government/*legislation & jurisprudence
MH - Medical Assistance, Title 19/*legislation & jurisprudence
MH - New York
SO - Hosp Top. 1984 Jul-Aug; 62(4): 49.
AU - BERLANT HD
TI - C. S. the cornerstone of materials managment.
LA - Eng
MH - Central Supply, Hospital/*organization & administration
MH - Materials Management, Hospital/*organization & administration
MH - United States
SO - Hosp Top. 1984 Jul-Aug; 62(4): 43.
AU - LINDBERG B
TI - Supply charge itemization and DRG's.
LA - Eng
MH - *Case Mix; Central Supply, Hospital/*economics
MH - *Costs and Cost Analysis; *Fees and Charges; Human
MH - United States
SO - Hosp Top. 1984 Jul-Aug; 62(4): 42-3.
AU - KEIZER L
TI - How operating room personnel receive orientation training in SPD.
LA - Eng
MH - Central Supply, Hospital; Hospital Bed Capacity, 300 to 499
MH - Hospital Distribution Systems; Illinois
MH - Inservice Training/*organization & administration
MH - Operating Room Technicians/*education
SO - Hosp Top. 1984 Jul-Aug; 62(4): 40-1.
AU - KOEHLER ML
TI - Profitable computer use for nurse staffing.
LA - Eng
MH - *Computers; Costs and Cost Analysis; Human
MH - *Nursing Staff, Hospital; Patients/classification
MH - Personnel Management/*methods
MH - Personnel Staffing and Scheduling/*methods; United States
SO - Hosp Top. 1984 Jul-Aug; 62(4): 38-9.
AU - ADELMAN EM
TI - Patient resuscitation classification system: saves time, improves communication.
LA - Eng
MH - Arizona; Communication; Efficiency
MH - Hospital Bed Capacity, 500 and over; Human; Management Audit
MH - Patients/*classification; Professional Staff Committees
MH - Resuscitation/*standards
SO - Hosp Top. 1984 Jul-Aug; 62(4): 36-7.
AU - COLVIN JE; BUDRYS R; HARPER AJ
TI - Eliminate transcribing on nursing units — a time and money saving new approach to ancillary requisitioning.
LA - Eng
MH - Ancillary Services, Hospital; *Centralized Hospital Services
MH - *Computers; Data Display; *Hospital Administration
MH - Hospital Bed Capacity, 300 to 499; *Hospital Records
MH - Information Systems/*organization & administration
MH - Nursing Service, Hospital/*organization & administration; Ohio
MH - *Records
SO - Hosp Top. 1984 Jul-Aug; 62(4): 32-5.
AU - STEPHAN GN
TI - Newark Beth Israel Medical Center: a case history in inner-city funding.
LA - Eng
MH - Catchment Area (Health); Financial Management/*methods
MH - Fund Raising/*methods; *Health; Hospitals, Community/*economics
MH - Jews; New Jersey; Poverty Areas; *Urban Health
SO - Hosp Top. 1984 Jul-Aug; 62(4): 31.
AU - PETTINGILL BF JR; WESTELL HC
TI - Unanswered questions facing DRG's.
LA - Eng
MH - *Case Mix; *Costs and Cost Analysis; Human
MH - Medical Staff, Hospital; Quality of Health Care/*economics
MH - Reimbursement Mechanisms/*methods

MH - Reimbursement, Prospective/*methods; United States
SO - Hosp Top. 1984 Jul-Aug; 62(4): 3-5.
AU - HALL S; LATHAM R
TI - How a car safety seat loaner program furthers community relations and saves lives.
LA - Eng
MH - Arizona; Automobiles/*standards
MH - *Community-Institutional Relations
MH - Hospital Bed Capacity, 500 and over; *Hospital Departments
MH - Human; Infant Mortality; Infant
MH - *Obstetrics and Gynecology Department, Hospital
MH - Protective Devices/*standards; *Public Policy; Seat Belts
SO - Hosp Top. 1984 Jul-Aug; 62(4): 28-30.
AU - GIL R; PHILLIPS M
TI - Patient centered admission: saves time, speeds work flow, evens out work load.
LA - Eng
MH - Admitting Department, Hospital/*organization & administration
MH - Arizona; Hospital Bed Capacity, 500 and over
MH - Hospital Departments/*organization & administration; Human
MH - Patients/*psychology; Stress, Psychological/prevention & control
SO - Hosp Top. 1984 Jul-Aug; 62(4): 26-7, 30.
AU - SADILEK R.
TI - Use of a recording device to schedule elective admissions increases productivity.
LA - Eng
MH - Admitting Department, Hospital/*organization & administration
MH - *Appointments and Schedules; *Efficiency
MH - Hospital Bed Capacity, 100 to 299
MH - Hospital Departments/*organization & administration: Human
MH - Illinois; Tape Recording/*methods
SO - Hosp Top. 1984 Jul-Aug; 62(4): 24-5.
AU - DALY HF JR; TOMASZEWSKI JA
TI - One form replaces 20 to help Christ Hospital make more productive use of social workers' time.
LA - Eng
MH - *Computers; Efficiency; Forms and Records Control/*methods
MH - Hospital Bed Capacity, 500 and over
MH - Hospital Departments/*organization & administration; Human
MH - Office Management/*methods, Ohio
MH - Social Work Department, Hospital/*organization & administration
MH - Time Factors; Work Simplification
SO - Hosp Top. 1984 Jul-Aug; 62(4): 22-3, 25.
AU - SMITH HL; REID RA
TI - New management strategies help solve unique challenges in terminal care.
LA - Eng
MH - Cost Control; Family; Hospices/*organization & administration
MH - Human; Institutional Management Teams; Quality of Health Care
MH - Terminal Care/*methods; United States
SO - Hosp Top. 1984 Jul-Aug; 62(4): 18-21, 48.
AU - WHITE HC; WOLFE MN
TI - In what hospital activities should the personnel department be involved?
LA - Eng
MH - *Administrative Personnel; Arizona; Data Collection
MH - Hospitals, Public/organization & administration; Human
MH - *Personnel Administration, Hospital; Role
MH - Salaries and Fringe Benefits; United States
SO - Hosp Top. 1984 Jul-Aug; 62(4): 14-6.
AU - COHEN AG
TI - Budgeting.
LA - Eng
MH - Budgets/*standards; Financial Management/*standards
MH - Nursing Service, Hospital/*economics; United States
SO - Hosp Top. 1984 Jul-Aug; 62(4): 12-3.
AU - DANZ B; PRICE J
TI - Reviewing hospital operations is the key to effective management under PPS.
LA - Eng
MH - Hospitals, Community/*organization & administration; Human
MH - Management Audit
MH - Reimbursement Mechanisms/*organization & administration
MH - Reimbursement, Prospective/*organization & administration
MH - Transfer Agreement; United States; Utilization Review/*methods
SO - Hosp Top. 1984 Jul-Aug; 62(4): 10-1.

SEPTEMBER/OCTOBER

AU - ALBRIGHT JM; CARTER PA; DICKEY LH; GORROD AC; HALL GD; PARKMAN NJ; UPTON JH
TI - Hospital employees get back to basics — with productivity and benefits for all.
LA - Eng
MH - Attitude of Health Personnel; Employee Performance Appraisal
MH - Hospital Bed Capacity, 500 and over; Human; North Carolina
MH - *Personnel Administration, Hospital
SO - Hosp Top. 1984 Sep-Oct; 62(5): 8-10.
AU - STEINLE JG
TI - How to decide on the best quantities to order of a particular item — in the O.R., C.S., emergency room, materials management.
LA - Eng
MH - *Inventories, Hospital; *Materials Management, Hospital
MH - *Purchasing, Hospital

SO - *Hosp Top. 1984 Sep-Oct; 62(5): 46-9.*
AU - RYAN P; MANNE S; HIRSCH A
TI - innovative packaging improves productivity and sterility assurance.
LA - Eng
MH - *Central Supply, Hospital; Heating; Sterilization/*methods
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 44-5.*
AU - GARLINGTON D
TI - "How to turn down time into productive time in your OR"
LA - Eng
MH - Ambulatory Surgery/*utilization; Consumer Satisfaction
MH - Hospital Bed Capacity, 100 to 299; *Hospital Departments
MH - *Marketing of Health Services; Nevada; Physicians
MH - *Surgery Department, Hospital
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 4-7.*
AU - MARTIN NS
TI - Standards of performance in central service. A key to a quality assurance program.
LA - Eng
MH - Central Supply, Hospital/*standards
MH - Employee Performance Appraisals/*standards
MH - Personnel Management/*standards; *Quality Control
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 34-43.*
AU - HARRIS RD
TI - Middle management stress. Some tips for top management too!
LA - Eng
MH - Administrative Personnel/*psychology; Human
MH - Stress, Psychological/*prevention & control
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 31-3.*
AU - COTE AA; DRUSIN LM
TI - An interdisciplinary approach to dealing with the problems of AIDs patients at a tertiary medical center.
LA - Eng
MH - Acquired Immunodeficiency Syndrome/*prevention & control
MH - Cross Infection/*prevention & control
MH - Hospital Bed Capacity, 100 to 299; Human; New York City
MH - *Professional Staff Committees
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 28-30.*
AU - COHEN AG
TI - Once your staff is unionized.
LA - Eng
MH - Labor Unions/*organization & administration
MH - Nursing Staff, Hospital/*organization & administration
MH - United States
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 24-7, 42.*
AU - MORSE HN
TI - Hospital topical law: oral contact...to provide full-time pathology services.
LA - Eng
MH - Contract Services/*legislation & jurisprudence
MH - Financial Management/*legislation & jurisprudence
MH - Hospital Departments/*legislation & jurisprudence; Minnesota
MH - Pathology Department, Hospital/*legislation & jurisprudence
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 22-3.*
AU - GIESLER RH
TI - How to plan and implement a downtown convenience medical care center.
LA - Eng
MH - Ambulatory Care Facilities/*organization & administration
MH - *Hospital Administration; *Hospital Restructuring
MH - Occupational Health Services/*organization & administration; Ohio
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 20-1.*
AU - HALPERN KG
TI - The CEO's role in making marketing work.
LA - Eng
MH - *Hospital Administration; Hospital Bed Capacity, 500 and over
MH - Human; *Marketing of Health Services; New Jersey; Role
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 2-3.*
AU - STREETY M
TI - The implementation of a specialty strategy for how to win the young family market.
LA - Eng
MH - Adult; Ambulatory Surgery/utilization
MH - Hospital Bed Capacity, 100 to 299
MH - Hospital Departments/*utilization; Human
MH - *Marketing of Health Services; Nebraska
MH - Obstetrics and Gynecology Department, Hospital/*utilization
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 17-9.*
AU - PETTINGILL BF JR; WATSON M
TI - Your hospital can benefit from operating a free standing clinic.
LA - Eng
MH - *Ambulatory Care Facilities; *Emergency Medical Services
MH - *Hospital Administration; *Hospital Restructuring
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 16, 43.*
AU - COLWELL WB
TI - A successful marketing campaign for individual hospitals in a health system.
LA - Eng
MH - *Advertising; Chicago; *Marketing of Health Services
MH - *Multi-Institutional Systems
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 11-5.*
TI - New system helps control quality and cost of medical care.
LA - Eng
MH - *Case Mix; *Costs and Cost Analysis; *Hospitals
MH - *Information Systems; *Management Information Systems
MH - United States
SO - *Hosp Top. 1984 Sep-Oct; 62(5): 10, 13.*

NOVEMBER/DECEMBER

AU - BOISSONEAU R; ANDERSON D
TI - Robotic Technology in health care settings. The goal — increased productivity. Part I. Overview.
LA - Eng
MH - *Automation; *Efficiency; *Hospitals; United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 8-11.

AU - MORSE HN
TI - Hospital topical law. A hospital board vs a staff physician.
LA - Eng
MH - Colorado; Governing Board/*legislation & jurisprudence
MH - Malpractice
MH - Medical Staff Privileges/*legislation & jurisprudence
MH - Medical Staff, Hospital/*legislation & jurisprudence
SO - Hosp Top. 1984 Nov-Dec; 62(6): 7, 17.

AU - FERNANDEZ F; BERLANT HD
TI - Central service/materials management: meeting the challenge of DRG's.
LA - Eng
MH - Central Supply, Hospital/*economics; Cost Control/methods
MH - Infusions, Parenteral/economics
MH - Laundry Services, Hospital/economics
MH - Materials Management, Hospital/*economics; United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 45-8.

AU - GERST R
TI - Current pressures and activities in connection with changes of hospital business activities.
LA - Eng
MH - Health Insurance for Aged and Disabled, Title 18
MH - Hospital Administration/*trends
MH - Hospital Restructuring/legislation & jurisprudence
MH - Reimbursement, Prospect/economics; United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 4-6.

AU - SIMMONS BP
TI - How to save time, money and personnel in central service and infection control.
LA - Eng
MH - Central Supply, Hospital/*standards
MH - Cross Infection/*prevention & control; Disinfection/*standards
MH - Human; Sterilization/*standards; United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 38-44.

AU - RYAN P
TI - Central service Q & A: running a biological indicator with every flash load.
LA - Eng
MH - Alaska; Central Supply, Hospital/*standards
MH - Hospital Bed Capacity, 100 to 299; Quality Control
MH - Sterilization/*standards
SO - Hosp Top. 1984 Nov-Dec; 62(6): 37, 49.

AU - SNOOK LS
TI - How to write nursing care plans — an easy five step method.
LA - Eng
MH - Human; Nursing Assessment; *Nursing Staff, Hospital
MH - Patient Care Planning/*methods; United States; *Writing
SO - Hosp Top. 1984 Nov-Dec; 62(6): 34-6.

AU - SWORD CM
TI - Teaching clerical support staff effective techniques for dealing with behavioral problem patients.
LA - Eng
MH - Communication; Human; Personnel, Hospital/*education
MH - *Professional-Patient Relations; *Social Behavior Disorders
MH - United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 28-33.

AU - SLOWIAK P
TI - How department heads can use cost studies to reduce hospital costs.
LA - Eng
MH - Costs and Cost Analysis/*methods
MH - Equipment and Supplies, Hospital/economics
MH - Hospital Departments/*economics; Operating Rooms/economics
MH - United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 26-7.

AU - OLIVER TG
TI - Operating a health facility during difficult times.
LA - Eng
MH - *Hospital Administration; Hospital Bed Capacity, 100 to 299
MH - Medical Staff Privileges/*legislation & jurisprudence
MH - Medical Staff, Hospital/*legislation & jurisprudence; Missouri
MH - *Professional Standards Review Organizations
MH - United States Health Care Financing Administration
SO - Hosp Top. 1984 Nov-Dec; 62(6): 25.

AU - FRELICH H: FINKELSTEIN SF
TI - "The Humpty Dumpty syndrome" — patient falls — standing your ground.
LA - Eng
MH - *Accident Prevention
MH - Financial Management/*legislation & jurisprudence; *Hospitals
MH - Human; Risk Management/*legislation & jurisprudence
MH - United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 23-4.

AU - SIBLEY SC
TI - Hospital libraries - they more than pay for themselves.
LA - Eng
MH - *Cost Benefit Analysis; Information Services/economics
MH - Libraries, Hospital/*economics; United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 21-2.

AU - SKELTON JT
TI - How to finance employee education: hospital and employees should both gain.
LA - Eng
MH - Education, Continuing/*economics

MH - *Personnel Administration, Hospital; Training Support
MH - United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 19-20.
AU - TRUNZO TE
TI - How do you handle an employee who steals?
LA - Eng
MH - *Employee Discipline; Employment; Hospitals; Human
MH - *Personnel Management; Theft/*prevention & control
MH - United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 18, 20.

AU - PALKON DS
TI - Robotic technology in health care settings. The goal — increased productivity. Part II. Applications already in use.
LA - Eng
MH - *Automation; *Efficiency; *Hospitals; Laboratories
MH - Pharmacy Servce, Hospital; Research; United States
SO - Hosp Top. 1984 Nov-Dec; 62(6): 11-7.

THE EDUCATION PROCESS, *continued from page 39.*

that these changes are given to all personnel by the most effective means.

Always be ready to insure your training programs benefits the department and accomplishes the objectives you yourself have determined.

How you can determine whether your objectives have been met will be presented in the next issue in Part 3 of The Education Process. □

Bibliography: Training and Efficiency - A Go-Together Program. Hospital Logistics Management. Joan M. Bunetta.

STRESS, *continued from page 21.*

and a science which when performed effectively enables us to create a more meaningful experience within our lives.

Stress management strategies must take into account the individuals' background, personality styles, present environment and other important factors. No strategy will work unless use use it and work at it. Two important lessons to be learned in managing stress is that "you can't be all things to all people" and "to the extent you help others they will help you".

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